

Placement Change Notices

Before entering any vouchers for placements, a PCN or Placement Change Notice must be in place on every child that you wish to create a voucher for. PCN's tell the system how long the child has been in placement at every facility that they have been placed at and how much money is being charged per night for this child.

It also tells the system what address to send the child notice of hearings and summons.

Whenever the child is placed at a different facility/foster home, or is released to a parent or family member it is important to remember to issue another PCN to update the child's placement. This way the system will be correct and will not allow someone to over pay a facility/foster home.

An important note to remember is that the system pays for the day in and not the day out. If the child was released on April 1, 2000, the system would pay the facility through March 31, 2000.

Entering Placement Change Notices:

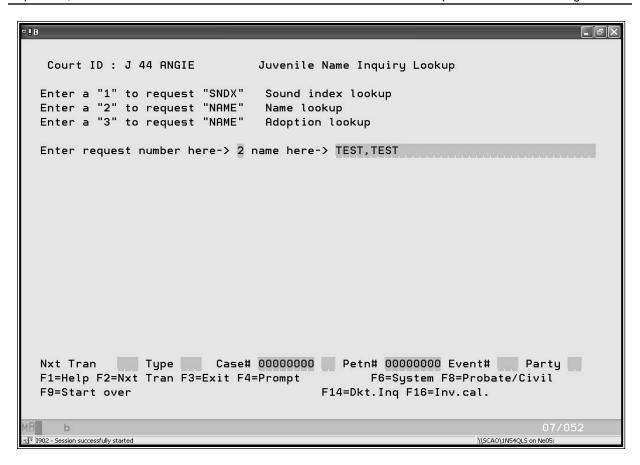
A PCN must be entered onto the child's event screen.

You will need the following information before you can enter the PCN.

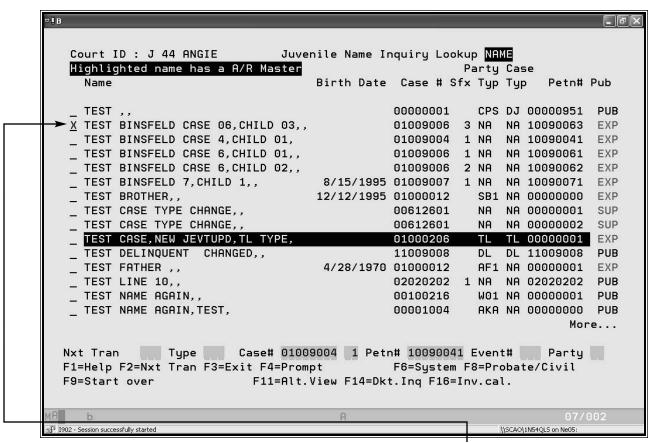
- 1. The child's case number that they were placed under.
- 2. The child's petition number that they were placed under.

Following is the process of entering a placement change notice.

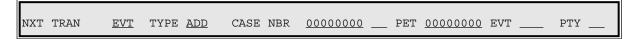
1. Press <F9> to display the name lookup screen, the system will display the screen as follows.



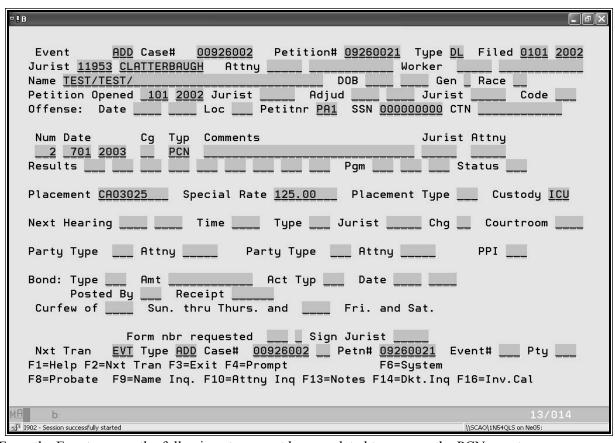
2. Enter the name of the child on the line that is displayed on the screen and press <Enter>. The system will return the following screen for you.



3. Select the child that you want to add the PCN to by placing an "X" next to the child's name and then pressing <F2>. The system will position your cursor on the Next Tran Line where you will need to enter the following information and then press <Enter>.



The system will then display the event screen for the case and petition that was selected.



From the Event screen, the following steps must be completed to process the PCN event.

- 1. Enter the date the child was placed in the facility.
- 2. Enter the event of PCN "Placement Change Notice".
- 3. Enter the placement number in the placement field. Press <F4> for a list of valid placements. If the case is being closed or the placement is ending you can enter CLO for closed or a party type to place the child back with the parents, guardian, etc.
- 4. If you **do not** want this placement tracked for financial vouchering or the 207 then enter 99999.99 in the special rate field. Otherwise, enter the amount the facility charges in this field.
- 5. Enter the custody status for this child. Press <F4> for a list of valid codes.

Once all information has been entered, press <Enter> and the system will save the PCN and begin tracking this placement for financial vouchering.

NOTE: PCN's must be added to a specific petition and event. The system will not allow a PCN to be added to multiple petitions.

The entry of a PCN automatically stops the previous PCN event. Be sure of your placement dates. The system will not pay more than what the PCN reflects.

Once vouchers or voucher payments have been made to a PCN, the PCN can't be modified.